

**STATE RECORDS COMMITTEE**

**Approval Signature Sheet  
Records Retention Schedule  
Application #921028-01**

Sheet 5 of 5

Schedule Number: 78-0299-A

Effective Date: 08/23/94

Supersedes Schedule Number: 78-0299

Effective Date: 12/14/78

Creating Agency: Department of Human Resources  
Office of Support Services  
Facilities Support Section  
Telecommunications Unit

Series Title: Telecommunications Customer Invoice/ Network Usage Detail  
File.

Dates Covered: 1990 and [ongoing]

Access: Open.

Disposition  
Instructions: Cut off files at end of fiscal year as follows.

All DHR Organizational Entities (official record copy):

Hold in current files area one (1) year.

Transfer to local holding area, or to the State Records Center,  
and hold four (4) years.

Destroy.

Exception: *Records involving any pending legal dispute or appeal  
must not be destroyed until all legal issues are resolved.*

Facilities Support Section (FACS 427000 only - reference copy):

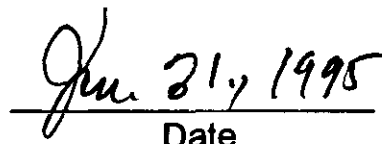
Hold in current files area for six (6) months.

Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon  
Secretary of State Designee

  
Date